

REQUEST FOR CHANGE IN PART-TIME PERMANENT TOUR OF DUTY

Complete this form to request a change in your approved part-time permanent tour of duty.
This request must be routed through your administrative officer.

GENERAL INFORMATION

Part-time employees MAY NOT work in excess of the established number of hours in a pay period without prior administrative approval. NOTE: Hours of duty can be changed from one day to another as long as the supervisor approves the request and the total number of hours does not exceed the established hours for the pay period. If you wish to change only the days on which you work, and you are NOT increasing or decreasing the total number of hours to be worked, complete this form and submit it to your team leader or supervisor for approval and provide a copy to your Administrative Officer. To request an increase or decrease in the number of part-time hours to be worked, complete this form and route it through your team leader or supervisor, Administrative Officer, and the Human Resources Department for approval (a change in the total number of hours to be worked requires the submission of an SF-52).

NAME OF EMPLOYEE: _____ ORG. SYMBOL: _____

SOCIAL SECURITY NUMBER: _____ WORK PHONE: _____

PROPOSED BEGINNING DATE OF PART TIME EMPLOYMENT (PAY PERIOD BEGINNING): _____

JUSTIFICATION

Due to the circumstances described above, I hereby request to change my part-time permanent tour of duty as indicated:

CURRENT TOUR OF DUTY:

PROPOSED TOUR OF DUTY:

From: _____	To: _____	Monday
From: _____	To: _____	Tuesday
From: _____	To: _____	Wednesday
From: _____	To: _____	Thursday
From: _____	To: _____	Friday
TOTAL HOURS PER WEEK: _____		

From: _____	To: _____	Monday
From: _____	To: _____	Tuesday
From: _____	To: _____	Wednesday
From: _____	To: _____	Thursday
From: _____	To: _____	Friday
TOTAL HOURS PER WEEK: _____		

Employee's Signature

Date

APPROVAL / DISAPPROVAL

☐ APPROVED ☐ DISAPPROVED

Team Leader/Supervisor's Signature

Date

AUTHORIZATION (REQUIRED ONLY WHEN TOTAL HOURS PER WEEK WILL BE CHANGED)

☐ APPROVED ☐ DISAPPROVED

Director, Human Resources Department

Date